
Chapter 15: Overseas Citizens Services Records

Overseas Citizens Services Records**A150001 Consular Services Policy File**

Description: Consists of correspondence and reports which document the development and implementation of policies, procedures, agreements, regulations, and legislation pertaining to the provision of consular services. Excludes material regarding routine operational and administrative activities and material concerning matters for which other offices have primary responsibility.

Disposition: Permanent. Retire to the RSC when 5 years old. Transfer to the National Archives when 15 years old.

DispAuthNo: NC1-59-77-28, item 1

A150002 Welfare And Whereabouts Cases

Description: Consists of communications to and from posts, private individuals, firms, and organizations regarding requests for information concerning the welfare and whereabouts of friends, relatives, or employees abroad. Included are copies of private messages transmitted through the Department of State and correspondence concerning funds, packages, and various items forwarded or made available to Americans abroad through the Department of State.

Disposition: Destroy 3 years after the case is closed.

DispAuthNo: NC1-59-77-28, item 2

A150003 Arrest Case Files

Description: Consists of records pertaining to the protection of American citizens arrested abroad. Included are communications regarding the nature, status, and conditions of the arrest, correspondence notifying relatives and others in the United States of the individual's arrest and well being, and correspondence regarding the transfer of private funds to the arrestee.

Disposition: Destroy 3 years after the case is closed.

DispAuthNo: NC1-59-77-28, item 3

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A150004 Financial Assistance Case Files

Description: Consists of communications from private individuals, with related replies of the Department, regarding requests for information concerning the welfare and whereabouts of destitute U.S. nationals abroad. Included are records pertaining to financial assistance rendered to repatriates, communications regarding the transmission of private funds to destitute U.S. nationals, and communications regarding the coordination of medical evacuation of non-official U.S. nationals from abroad.

Disposition: Destroy 3 years after the case is closed.

DispAuthNo: NC1-59-77-28, item 4

A150005 Requests and Inquiries Regarding the Transmittal of Funds, Documents, Packages and Telegrams for Private Interests.

Description: Consists of letters and telegrams from private individuals and firms together with copies of the private telegrams transmitted, and letters of acknowledgement, reply and transmittal from the Department. Excludes files related to financial assistance in connection with repatriation from abroad.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-59-77-28, item 5

A150006 Accounts Communications

Description: Communications with posts regarding the waiver of fees, rates of exchange, and related matters.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-59-77-28, item 6

A150007a Property Claims Case Files - Consists of correspondence regarding the protection of property and other interests owned by U.S. nationals abroad, and claims of U.S. nationals against foreign governments.

Description: a. Private trade complaints.

Disposition: Destroy when 6 months old.

DispAuthNo: NC1-59-77-28, item 7a

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A150007b Property Claims Case Files - Consists of correspondence regarding the protection of property and other interests owned by U.S. nationals abroad, and claims of U.S. nationals against foreign governments.

Description: b. Inquiries regarding the procedures for instituting claims and obtaining documents from abroad as claims evidence. Includes referrals of claims and inquiries to other Government agencies as appropriate.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-59-77-28, item 7b

A150007c Property Claims Case Files - Consists of correspondence regarding the protection of property and other interests owned by U.S. nationals abroad, and claims of U.S. nationals against foreign governments.

Description: c. Claims actions involving foreign government restitution or compensation.

Disposition: Destroy 3 years after case is closed.

DispAuthNo: NC1-59-77-28, item 7c

A150008a Death Case Files - Consists of communications pertaining to the notification of interested parties in the United States of the deaths abroad of non-official U.S. nationals.

Description: a. Information relevant to the death of a non-official U.S. national, including requests for assistance with arrangements for the disposition of remains, disposition of remains report.

Disposition: Destroy 3 years after the case is closed.

DispAuthNo: NC1-59-77-28, item 8a

A150008b Death Case Files - Consists of communications pertaining to the notification of interested parties in the United States of the deaths abroad of non-official U.S. nationals.

Description: b. Report of Death of an American Citizen (Form OF-180 replaces FS-192).

Disposition: Permanent. Retire to RSC 3 years after the case is closed. Transfer to WNRC after 2 years. Transfer to NARA when 30 years old.

DispAuthNo: NC1-59-77-28, item 8b

A150009a Estate Case Files

Description: a. General inquiries from interested parties regarding estate settlement assistance and procedures in foreign countries.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-59-77-28, item 9a

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A150009b Estate Case Files

Description: b. Information relevant to the disposition of an estate, including correspondence to and from posts, private individuals and other interested parties.

Disposition: Destroy 3 years after the case is closed.

DispAuthNo: NC1-59-77-28, item 9b

A150009c Estate Case Files

Description: c. Inventory of Effects and Final Statement of Account.

Disposition: Permanent. Retire to RSC 3 years after the case is closed. Transfer to WNRC after 2 years. Transfer to NARA when 30 years old.

DispAuthNo: NC1-59-77-28, item 9c

A150010a Judicial Services Case Files

Description: a. Inquiries. Requests for information regarding foreign laws.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-59-77-28, item 10a

A150010b Judicial Services Case Files

Description: b. Notarial Services. Communications with posts regarding the performance of notarial services and accounting for related fees. Included are reports on notarial services performed, instructions relative to notarial services, and requests of individuals for notarial and related services abroad.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-59-77-28, item 10b

A150010c Judicial Services Case Files

Description: c. Legal Assistance. Correspondence concerning fees for taking and notarizing papers to attorneys and courts, requests for names of persons to serve papers, requests to secure papers for court cases, requests for advice on divorce proceedings, requests for assistance in serving papers, and requests for various other types of assistance in connection with private and governmental legal proceedings, both in the United States and abroad.

Disposition: Destroy 3 years after the case is closed.

DispAuthNo: NC1-59-77-28, item 10c

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A150011 Lists of Attorneys

Description: Lists of local attorneys who are available to provide legal assistance to American citizens abroad.

Disposition: Destroy after submission of new list.

DispAuthNo: NC1-59-77-28, item 11

A150012a Requests for Government Benefits and Miscellaneous Facilitative Services

Description: a. Communications between the Department and posts with agencies of U.S. Federal, state, and local governments, excluding the Veterans Administration and the Social Security Administration, concerning assistance provided to U.S. nationals resident abroad who are applying for or receiving benefits and services from the U.S. Government; and communications with foreign embassies in the United States who request benefits from U.S. Government agencies on behalf of claimants who request their assistance.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-59-77-28, item 13a

A150012b Requests for Government Benefits and Miscellaneous Facilitative Services

Description: b. Communications with U.S. Government agencies regarding old requests for facilitative services, including distribution of forms, procurement of samples of foreign products and foreign government publications, forwarding checks to and from Americans, obtaining addresses of pensioners and firms, and transmitting messages to their personnel overseas.

Disposition: Destroy when 6 months.

DispAuthNo: NC1-59-77-28, item 13b

A150013 Veterans Case Files

Description: Consists of records relating to the handling of the affairs of U.S. veterans resident abroad by consular officers on behalf of the Veterans Administration.

Disposition: Destroy 3 years after the case is closed.

DispAuthNo: NC1-59-77-28, item 14

A150014 Social Security Administration Case Files

Description: Consists of records relating to the assistance provided by consular officers to U.S. nationals and aliens abroad who are the recipients of Social Security payments.

Disposition: Destroy 3 years after the case is closed.

DispAuthNo: NC1-59-77-28, item 15

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A150015 Selective Service Case Files

Description: Consists of records relating to the registration of American citizens abroad under the Universal Military Training and Service Act, when it is in effect.

Disposition: Destroy 3 years after the case is closed.

DispAuthNo: NC1-59-77-28, item 16

A150016 Correspondence Regarding Documentation Under U.S. Customs Laws

Description: Consists of requests for regulations and forms; information on the proper use and certification of commercial invoices for various merchandise and information on customs duties and charges; notices of quarantine restrictions on products.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-59-77-28, item 17

A150017 Shipping and Seamen Case Files

Description: Consists of communications and reports concerning the protection of American vessels and seamen abroad, including records on: the withholding of ship's papers, failure to deposit ship's papers, or circumstances under which ship's papers were left in possession of the post; violation of the International Load Line Convention of 1948; removal of Master of Vessel; vessel salvage cases; transfers of vessels abroad; ship disasters; cruel or unusual treatment of seamen, desertion of seamen; doubtful cases of extra wages paid to seaman; cases of serious crimes or misdemeanors committed by seamen on U.S. vessels; protests made against any assertion of jurisdiction by foreign governments over crimes or misdemeanors committed on U.S. vessels; illegal discharge of seaman from a U.S. vessel; charges for transporting seaman; and rescue of seaman or U.S. citizens.

Disposition: Destroy 3 years after the case is closed.

DispAuthNo: NC1-59-77-28, item 18

A150018 Reserved for future use

Description:

Disposition:

DispAuthNo:

A150019 Reserved for future use

Description:

Disposition:

DispAuthNo:

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A150020 Overseas Citizen Services Automated Retrieval (OSCAR)

Description: This on-line tracking and case management system maintains a file of U.S. citizens that experience difficulties overseas and require post assistance. The system provides automated access to all key OCS records, including information on arrests, welfare and whereabouts cases, trust and citizenship matters, repatriation loans, emergency medical funds and federal benefits.

Disposition: Destroy when active use ceases.

DispAuthNo: N1-59-96-30

A150021 Child Custody/Abduction Case Files

Description: Cases reflect applications filed for the return of children abducted to countries that are party and not party to the Hague Abduction Convention. Included are requests for assistance in locating children taken by the other parent, legal proceedings, information of available courses of action, monitoring a child's welfare, information on child custody laws and procedures in the host country, and related correspondence.

Disposition: Transfer to the RSC after the case is deemed closed and no action has taken place for 1 year for transfer to the WNRC. Destroy when 15 years old.

DispAuthNo: N1-59-97-14, item 2

A150022 General Policy Files (Abduction and Adoption) - Arrange by subject

Description: Memorandums, correspondence, telegrams, court decisions, briefing papers, and other material relating to matters handled by the Office of Children's Affairs.

Disposition: Permanent. Cut off files when 10 years old and transfer to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-97-14, item 1
